



JOB ANNOUNCEMENT

BUSINESS SERVICES OFFICE

**BUSINESS SERVICE OFFICER I (SUPERVISOR) OR BUSINESS SERVICE OFFICER I
(SPECIALIST) OR BUSINESS SERVICE ASSISTANT (SPECIALIST) OR OFFICE
TECHNICIAN (TYPING)**

**FULL-TIME, PERMANENT POSITION
SAN FRANCISCO**

The Coastal Commission is located in downtown San Francisco near the Embarcadero Bart Station, the transbay bus terminal and other public transportation. We are looking for an energetic, self-directed individual to work in our Headquarters Business Services Office. If you are interested in working in an environmentally responsible, small state agency dedicated to implementing the California Coastal Act, this job may be for you.

Under the general supervision of the Staff Services Manager II, the Business Service Officer I (Supervisor) will serve as the working supervisor of the Business Services Office who has responsibility for establishing priorities, procedures and quality controls for the timely and accurate completion of various business services functions for seven Commission office sites statewide. The Business Services Officer I (Supervisor) is responsible for the coordination and supervision of business services and administrative staff in the maintenance and reporting of business services and administrative support activities, with the exception of Telecommunications; independently performs technical and analytical business services work of average difficulty, and assists with the more difficult and complex business services work.

The Commission is willing to downgrade the position temporarily to Business Service Assistant (Specialist) or Office Technician (Typing) for recruitment purposes for an exceptionally strong candidate. If filled at this level, the individual will perform the following duties: search appropriate vendors, obtain competitive quotes and prepare purchase documents for supplies, printing, subscriptions and minor equipment; contact vendors on status of orders or for problem resolution; code invoices with proper program, budget and expense codes for transmittal to Accounting for payment; track orders from creation to completion; data entry to procurement, invoice, contract and equipment databases and assist in the creation and maintenance of additional databases, as needed; maintain records for vehicles, control mileage log books and keys for San Francisco based vehicles and arrange for periodic repair and maintenance; maintain purchasing files; receive and send facsimiles; photocopy; assist with special projects and perform other tasks as necessary.

QUALIFICATIONS: Well developed interpersonal skills; ability to get along with others; positive, helpful attitude. Excellent communication skills, both written and oral; excellent organizational skills including the ability to set priorities and follow through independently on work assignments. Dependable, conscientious and have excellent attendance. The ability to read, interpret and apply complex procurement policies and procedures to daily tasks. Computer skills: familiarity with Word, Excel and Access. Accurate performance of standard math operations (addition, subtraction, division, multiplication and percentages) and attention to detail is essential. Willingness to meet tight time deadlines. Knowledge of state procurement policy and procedures and CALSTARS is desirable.

ELIGIBILITY: To apply, you need to be eligible for appointment to the California civil service classification of Business Service Officer I (Supervisor), Business Service Officer I (Specialist), Business Service Assistant (Specialist), or Office Technician (Typing) or equivalent classification. Current state employees or former state employees with transfer or reinstatement rights at the Business Service Officer I (Supervisor), Business Service Officer I (Specialist), Business Service Assistant (Specialist) or Office Technician (Typing) or equivalent classification may apply. Eligibles on a Business Service Officer I (Supervisor), Business Service Officer I (Specialist), Business Service Assistant (Specialist) or Office Technician (Typing) list are also encouraged to apply. Appointment is subject to the State Restriction of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Job Title section on the State Application Form #678.

SALARY:	Office Technician (Typing)	\$2,686 - \$3,264 per month
	Business Service Assistant (Specialist)	\$2,495 - \$3,708 per month
	Business Service Officer I (Specialist)	\$3,658 - \$4,446 per month
	Business Service Officer I (Supervisor)	\$3,845 - \$4,622 per month

CONTACT: Louise Heredia-Sauseda, Chief, Fiscal & Business Services
(415) 904-5207

FILING: February 2009 or until filled. * Submit standard State Application Form #678 (put job title for this position in Examination or Job title section on the State Application Form #678) and a short writing sample to:

Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219
(415) 904-5430 or Toll free (866) 831-2540

*We expect to fill this position as soon as possible, so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. We will begin interviews as soon as we receive qualified applications. No relocation expenses are offered.

For more information about the Coastal Commission and what we do or to obtain a State Application Form #678, you may visit our Internet website at: www.coastal.ca.gov.

(01/22/09)

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

TDD for the Hearing Impaired (415) 597-5885